

## **COMMITTEES OF THE BOARD**

The Board may establish committees to assist with its work.

The Board shall:

1. At its annual organizational meeting, establish such standing committees as it deems necessary. Such standing committees shall remain in place until the subsequent organizational meeting unless dissolved by Board motion.
2. At any duly constituted meeting, establish such standing or ad hoc committees as it deems necessary.

The Board will determine the terms of reference of each committee, including purpose, powers and duties, membership and meeting requirements. It is expected that all board committees act in the same manner and follow the same rules as a regular board meeting.

The Board Chair shall be an ex-officio non-voting member of all Board committees.

The Superintendent may serve in an ex-officio capacity on Board committees.

The committee chair shall be chosen by members forming the committee.

The committee chair with guidance from the Board Chair and Superintendent shall be responsible to arrange appropriate professional development to support committee member roles.

All committees of the Board, unless otherwise directed, shall prepare and submit a Committee Meeting Report form to the Board no later than two board meetings following the committee meeting. The committee chair shall be responsible for providing the report to the board unless otherwise delegated to another committee member. It is expected that the committee reports will be included in the agenda package. The committee chair shall perform the following duties during Committee meetings:

- Establish committees and review Terms of Reference annually;
- Maintain the order and proper conduct and decorum of the meeting;
- Ensure that all issues before the committee are well-stated and clearly expressed;
- Display firmness, courtesy, tact, impartiality, and willingness to give everyone an opportunity to speak on the subject under consideration;
- Ensure that debate is relevant. The Chair, in keeping with their responsibility to ensure that debate must be relevant to the question, shall, when they are

of the opinion that the discussion is not relevant to the question, remind members that they must speak to the question;

- Decide questions of order and procedure, subject to an appeal to the rest of the Board;
- Ensure that each committee member present votes on all issues before the Board;
- Extend hospitality to trustees, officials of the Board, the press, and members of the public; and
- Formalize motions or other proposals to be submitted to the Board requiring a corporate decision within in two board meetings following the committee meeting.

## **Standing Committees**

Standing committees are established to assist the Board with work of an on-going or recurring nature

### 1. Appeals Hearing Committee

#### 1.1 Purpose

- ♦ To act as representatives of the Board on all matters being appealed.

#### 1.2 Powers and Duties

- ♦ To make recommendations to the Board for final decision.

#### 1.3 Meetings

- ♦ To be called by committee chair as required.

### 2. Audit Committee

#### 2.1 Purpose

- ♦ To review terms of audit engagement;
- ♦ To review audited financial statements;
- ♦ Consider effectiveness of the Division's internal controls.

#### 2.2 Powers and Duties

- ♦ Has authority to conduct or authorize investigations into any matters within its scope of responsibility. It is empowered to:
  - With the consent of the Board of Trustees, retain outside counsel, accountants or others to advise the committee or assist in the conduct of an investigation;
  - Seek any information it requires from employees – all of whom are directed to cooperate with the committee's requests – or external parties; and

- Meet with Administration, external auditors or outside counsel, as necessary.

### 2.3 Meetings

- ♦ At least two times annually (June and November).

## 3. Executive Committee

### 3.1 Purpose

- ♦ To provide leadership in the ongoing maintenance of Board operations.

### 3.2 Powers and Duties

- ♦ To consult with the Superintendent in preparing the agenda for regular Board meetings and/or special meetings;
- ♦ To provide counsel, when requested, to the Superintendent, on emergent issues;
- ♦ To bring recommendations to the Board on any item of research or work delegated to the Committee by the Board;
- ♦ To review trustee and superintendency expense accounts on a monthly basis.

### 3.3 Meetings

- ♦ As called by the Board Chair.

## 4. Negotiating Committee - Alberta Teachers' Association is established as a standing committee of the Board, with responsibility for work as detailed below:

### 4.1 Purpose

- ♦ To discuss, consult and negotiate with teacher representatives of the ATA to reach a Collective Agreement between the ATA and the Board of Trustees of Battle River School Division, and to bring a proposal for settlement of issues to the Board.

### 4.2 Powers and Duties

- ♦ It is the responsibility of this committee to be knowledgeable with the existing contract, and to seek advice and be aware of the possible impact to the education of our students and the operations of our region any changes to the Collective Agreement may have;
- ♦ It is also the responsibility of this committee to seek current and timely information regarding external trends and issues;
- ♦ The Committee may seek the services of a professional negotiator;
- ♦ Recommend a proposal to the Board.

### 4.3 Meetings

- ♦ As required to negotiate agreements.

## 5. Negotiating Committee – Caretakers and Bus Drivers

### 5.1 Purpose

- ◆ To discuss and consult as desired or necessary with representatives of the custodian group (CUPE) and also with the Battle River School Bus Drivers' Association on matters of mutual interest and concern.
- ◆

### 5.2 Powers and Duties

- ◆ It is the responsibility of this committee to be knowledgeable with the existing contract/agreements with various employee groups;
- ◆ Will advise the Board, and will make recommendations to the Board on emerging issues and make recommendations for settlements;
- ◆ The Committee may seek the services of a professional negotiator;
- ◆ Recommend a proposal to the Board.

### 5.3 Meetings

- ◆ As required to negotiate agreements.

## 6. Policy Development/Review Committee is established as a standing committee of the Board, with responsibility for work as detailed below:

### 6.1 Purpose

- ◆ In the event that changes to existing policy need to be made or new policies developed, and if directed by the Board, this committee will adapt or develop policy that will guide the Board, Superintendent, employees, and other stakeholders toward achieving division goals.

### 6.2 Powers and Duties

- ◆ To review existing policy on a cyclical basis and recommend to the Board that a policy continue in force, or be deleted due to redundancy, or incorporate minor wording amendments which lend clarity but do not change the substance or intent of the policy;
- ◆ To develop and/or review proposed new policies for recommendation to the Board;
- ◆ To ensure that proposed policy revisions and proposed new policies receive wide distribution to stakeholders for input before recommendations for adoption of revised or new policy are presented to the Board.

### 6.3 Meetings

- ◆ To be called by the committee chair.

## 7. Student Affairs Committee

### 7.1 Purpose

- ◆ To make decisions concerning recommendations for the expulsion of any student.

## 7.2 Powers and Duties

- ◆ Hear representations relative to the recommendation from such Board employees/agents as it deems appropriate;
- ◆ Provide an opportunity for the student and/or appropriate student advocate to make representation;
- ◆ Reinstate or expel the student. (If reinstated, state date for return and conditions to be met. If expelled, state term of expulsion and conditions for re-entry);
- ◆ Inform the Board of the action taken by the Committee;
- ◆ With the Principal, provide background information during a Ministerial appeal of its decision.

## 7.3 Meetings

- ◆ As detailed in Policy 13 – Appeals and Hearings Regarding Student Matters.

# 8. Community Engagement Committee

## 8.1 Purpose

- ◆ To steer the process of creating the yearly focus; gathering input from stakeholders; analyzing results; and recommending potential directions to the Board.

## 8.2 Powers and Duties

- ◆ Design processes for gathering data from stakeholders;
- ◆ Design processes for disseminating information to stakeholders;
- ◆ Use the Annual Education Results Report, three-year-plan and other data to determine questions and topics for discussion that align with provincial and divisional priorities; and move forward the vision, mission, beliefs and goals;
- ◆ Bring a proposal to the Battle River School Division Board of Trustees outlining the process plans for the current year;
- ◆ Facilitate the process;
- ◆ Report results of data gathering to the Board of Trustees;
- ◆ Ensure that results are reported back to stakeholder groups and posted on the Battle River School Division website.

## 8.3 Meetings

- ◆ To be called by Chair.

## **Ad Hoc Committees**

Ad hoc committees may be established at any meeting of the Board for the purpose of studying, investigating or acting on specific matters; they cease to exist as soon as they

have completed the specified task. Terms of reference are outlined at the time of establishment.

### **Resource Personnel**

The Superintendent may appoint resource personnel to work with committees and shall determine the roles, responsibilities and reporting requirements of the resource personnel.

Legal Reference:                   Section 53, 52 Education Act

Amended:                           June 11<sup>th</sup>, 2020  
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